

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS**

Friday, September 25, 2015 – 1:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Cushing, Gresser, Hammer, Kortenhof, Krug, Platner, Troyk, Tuckwell,

Member(s) Absent: Millan (excused), Peterson, Price (excused), Ritchie (excused), Teichmiller (excused). There is one vacancy on the Board.

Call Meeting to Order: Vice-Chair Cushing called the meeting to order at 1:01 P.M. Also present were Dianne Jacobson, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Service Supervisor, Oneida County; Janet Weber, ADRC Specialist/Supervisor; Julie Livingston, ADRC Specialist; Tammy Queen, general public.

Public Comment & Introductions: Janet Weber and Julie Livingston were introduced to the Board.

Approval of the Agenda: Bix moved to approve the agenda with eighteen items; Hammer seconded. All Ayes. Motion Carried.

Approval of the Minutes of the August 7, 2015 Board of Directors Meeting: Hammer moved to approve the minutes of the August 7, 2015 ADRC-NW Board of Directors meeting; Platner seconded. All Ayes. Motion Carried.

Consent Agenda – Financial Statements – July 2015, Time Reporting for July – 2015, Audit of Payments/Line Item Transfers: Financial statements for July 2015 and August 2015 were reviewed. Hammer moved to approve the Consent Agenda as presented; Platner seconded. All Ayes. Motion Carried. There were no line item transfers.

Staff Presentation – ADRC Marketing Committee – Julie Livingston & Janet Weber: Livingston and Weber discussed marketing ideas for the ADRC-NW and stressed the need to make the Web site more informative and interactive. ADRC-NW staff will be able to make upgrades to Web site content in the future.

ADRC-NW Employee Pay Scale: The Joint Executive/Finance Committee had requested a Regional Manager wage scale, as well as one for the ADRC Specialists and Disability Benefit Specialists employed by the ADRC-NW. These wage scales were developed using data and wage scales previously developed for Oneida, Taylor, and Vilas Counties, comparing both private and public sector employees. It will not affect individuals employed by the counties or the tribes. For the Regional Manager, the wage range would go from Step 1 at \$51,668 to Step 14 at \$73,326. For the ADRC Specialists and the Disability Benefit Specialists the wage range would go from Step 1 at \$19.78/hour to Step 11 at \$25.44/hour. Employees would be given a

step increase each year until they reach the mid-point and then a step increase every other year until they get to Step 14 for the Regional Manager and Step 11 for the ADRC Specialists and Disability Benefit Specialists. At the time of hiring, the Executive/Personnel Committee will determine at which step the employee will start on the Wage Scale. If the ADRC-NW Board of Directors elects to give a Consumer Price Index increase, this increase would be incorporated into the scale on a yearly basis. Troyk moved to accept the proposed Wage Scale and its implementation rules. Gresser seconded. All Ayes. Motion Carried. The Wage Scale will go into effect as of January 1, 2016.

2016 Health & Dental Insurance: The Joint Executive/Finance Committee recommended that dental insurance not be offered to employees in 2016 to keep costs down. With dental insurance, the costs for health insurance would increase 14% in 2016; without dental insurance, the costs for health insurance would increase 10.8%. Hammer moved to offer health insurance without dental insurance to ADRC-NW employees in 2016; Korten Hof seconded. All Ayes. Motion Carried. It is hoped the ADRC-NW will be able to offer its employees dental insurance on a voluntary basis.

Letter of Intent to Elect Uniform Dental Benefits – 2016: Since the ADRC-NW will not be offering its employees dental insurance in 2016, this is not applicable.

2016 ADRC-NW Budget – Wages: Krug moved to adopt a .73% wage increase for ADRC-NW employees in 2016, resulting in a \$28,403.55 increase for the 2016 Budget; Troyk seconded. All Ayes. Motion Carried.

It is anticipated that a motion will be made, seconded, and approved by roll call vote to enter into Closed Session pursuant to Section 19.85 (1) (c) Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of an employee (Topic: Regional Manager Hiring): The Board did not go into Closed Session. Janelle Schroeder, the Regional Manager designee, was introduced to the Board.

The Board will return to Open Session and may ratify any matter(s) discussed in Closed Session: Since the Board did not go into Closed Session, there was no motion to return to Open Session. Hammer moved to offer the Regional Manager position to Janelle Schroeder with salary and benefits commensurate with her education and experience. Troyk seconded. All Ayes. Motion Carried.

Interim Regional Manager Report: Jacobson will be leaving her position as Interim Regional Manager as soon as Janelle Schroeder is able to assume her duties as Regional Manager. She thanked the Board for its help during the transition period, and the Board thanked her for all her assistance during this period.

Letters & Communications: There were none.

Board Member Report Community Feedback: There was none.

Future Agenda Items: Budget issues and other issues as needed.

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, October 16, 2015 at 1:00 P.M. It will be held in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Troyk seconded. All Ayes. The meeting was adjourned at 1:55 P.M.

Handouts: Minutes of the August 7, 2015 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; August 2015 Revenue/Expense Report (including figures for July 2015); 2014/2015 ADRC Federal and State GPR Comparison; August 2015 Time Report (including figures for July 2015); July 2015 and August 2015 Transaction Activity Reports; ADRC of the Northwoods Wage Scale Proposals; ADRC of the Northwoods Group Health Insurance 2016 Monthly Premium Rates; ADRC of the Northwoods Benefit Package – 2015; 2016 ADRC of the Northwoods Budget Worksheet Salaries and Fringes - 0% Salary Increase; 2016 ADRC of the Northwoods Budget Worksheet Salaries and Fringes - .73% Salary Increase; preliminary 2016 Budget; ADRC of the Northwoods Budget Worksheet for 2016; ADRC-NW Web site handout.